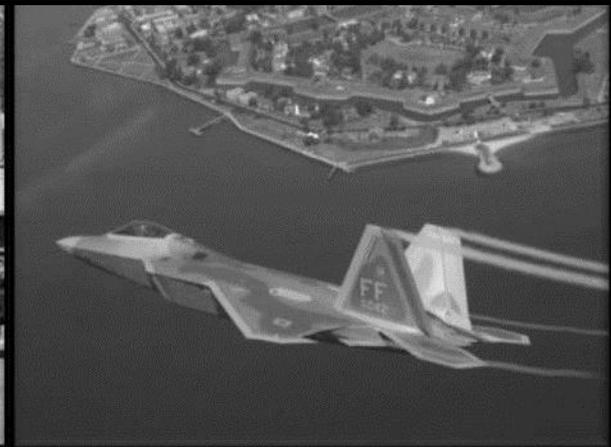




DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



PIEE

6.3

Procurement Integrated Enterprise Environment



Vendor WAWF Guide Invoice

Prepared by DLA Logistics Operations (J3) – November 2019



Log In

 An official website of the United States government.



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Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

[VIEW FEATURES](#)

[VIEW RESOURCES](#)

Trusted by our government



1. Go to <https://wawf.eb.mil> and select Log In.



Consent Required

An official website of the United States government.



VIEW SYSTEM MESSAGES

Consent Required

Privacy Statement

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Warning: Use of Back Button

Please DO NOT use the browser BACK BUTTON within the Procurement Integrated Enterprise Environment applications, the use of the browser's BACK BUTTON is not supported within the Procurement Integrated Enterprise Environment applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Procurement Integrated Enterprise Environment applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

I have read and understand the terms and conditions for use of this website.

1

✓ ACCEPT

1. Click the Accept button

Get help with CAC / PIV Login

LOG IN

FIND GAM/CAM

Find My User ID | Reset My Password

New to PIEE? Start the registration process.

New Federal Customer? See how to get started.



Log In

An official website of the United States government.



VIEW SYSTEM MESSAGES

Critical! Action Required! THIS IS A TEST FOR OAT II (2019-JUL-15 00:00 MST) System: All, Message For: All Users [READ](#) [DISMISS](#)

1. Enter Vendor User ID
2. Enter Vendor Password
3. Click LOG IN

Log in with Certificate

DoD users must use the Identity Certificate and not any of three remaining certificates on the CAC / PIV.

[LOG IN WITH CAC / PIV](#)

[Get help with CAC / PIV Login](#)

[FIND GAM/CAM](#)

Info: You have successfully logged out of the Procurement Integrated Enterprise Environment. For Security reasons, exit your web browser.

Log in with User ID

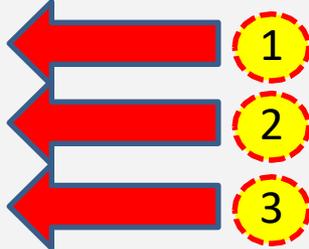
User ID
DLAVEND98

Password
●●●●●●●●

[LOG IN](#)

[Find My User ID](#) | [Reset My Password](#)

New to PIEE? [Start the registration process.](#)
 New Federal Customer? [See how to get started.](#)





WAWF

Welcome to Procurement Integrated Enterprise Environment

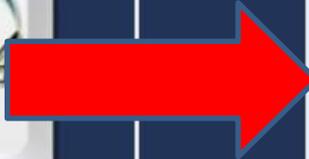
Post Award Admin



Contracting
Communication Module



Electronic Document
Access



Payment



Wide Area Workflow



myInvoice

myInvoice

1. Click on the WAWF icon.



Create Document

WAWF

User Energy Lab POC **Vendor** Documentation Lookup Exit

Create Document

- History Folder
- MyInvoice History Folder
- Rejected Receiving Reports Folder
- Rejected Invoices Folder
- Correction Required Folder
- Documentation Required Folder
- Saved Documents Folder
- Pure Edge Folder

or Messages

Welcome to Wide Area Workflow (WAWF)!
Please start by selecting one of the links from the menu above.

1. Click on the Vendor tab and select Create Document.



Contract Information

Vendor Create Document

Contract

CAGE Code / DUNS / DUNS+4 / Ext. * 61125/085172005/ / ▼	Contractual? * Y ▼	Contract Number Type DoD Contract (FAR) ▼	Contract Number * SPE60015D1014	Delivery Order 0001	From Template? * N ▼
---	------------------------------	---	---	-------------------------------	--------------------------------

* = Required Fields

Pre-Populate Contract Num

Contract Number begins with

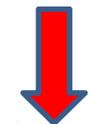
[+] Advanced Search Criteria

NOTE: You must either enter a

1. Verify CAGE code is correct.
2. Verify Y is selected for the Contractual? Field.
3. Enter the Contract Number.
4. Enter the Delivery Order (if your contract has a delivery order number you must enter it, otherwise leave field blank).
5. Click Next.

NOTE: If you need assistance with any screen, click on the Help button for assistance.

5



Next	Reset	Help
-------------	-------	------





Pay Official

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: Unable to retrieve PDS XML from EDA. The PDS XML was not found in EDA.

INFO: Contract contains non-PDS data in EDA. This data will be used to pre-populate certain fields on the document.

WARNING: Changes to pre-populated values may require a Contract Modification. Please contact the cognizant Contract Administration Office listed in your contract/order for authorization prior to making any changes to the terms and conditions.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	SPE60015D1014	0001	61125	085172005			SL4701

* = Required Fields

Select CLIN/SLIN: *	Inspect By DoDAAC	Accept By DoDAAC	Ship To DoDAAC	DCAA DoDAAC	Mark For DoDAAC	Inspection Point	Acceptance Point	Services	Supplies	FOB	Currency Code	FMS Case Identifier
<input checked="" type="checkbox"/> 0001												

1. Enter/Verify the Pay Official DoDAAC.
2. Select a CLIN (Note: If there is no checkbox, click Next to proceed).
3. Click Next.

3

Next

NOTE: If the contract contains PDS or non-PDS data in EDA (see *INFO* message above), the data will be used to prepopulate certain fields. Any edits to prepopulated data will generate a 'Validation Warning Message'.



Select Document Type

Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
SPM4A115A0030	01A2		61125	085172005			SL4701	USD ▼

1 Required Fields

Select Document to Create: *

- Invoice
- Credit Invoice
- Invoice as 2-in-1 (Services)
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

1. Click on the radio button for Invoice.
2. Click Next.

2

Next

Reset

Help



Complete Routing

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	Reference Requirement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay DoDAAC
SPM410030			61125	085172005			SL4701

* = Required Fields, Date = YYYY/MM/DD

Effective Date	Issue By DoDAAC	Admin DoDAAC *
<input type="text" value="2016/04/06"/>	<input type="text" value="SPM4A1"/>	<input type="text" value="SPM4A1"/>
Ship To Code * / Extension	Ship From Code / Extension	Accept By DoDAAC / Extension
<input type="text" value="UY8615"/>	<input type="text"/>	<input type="text"/>

4

1. Enter/Verify the Effective Date. *Note: Effective Date refers to the delivery order date or contract issue date.*
2. Enter/Verify the Issue By DoDAAC.
3. Enter/Verify the Admin DoDAAC.
4. Enter/Verify Ship to Code.
5. Click Next.

Next

Previous

Reset

Help

5



Header Tab

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header

Addresses

Discounts

Comments

Line Item

Misc. Amounts

Attachments

Preview Document

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: This document contains errors in the following Tab(s) - Line Item

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number SPM4A115A0030	Delivery Order 1	Reference Procurement Identifier	Invoice Date 2016/04/06 2
Contract Number Type DoD Contract (FAR) 3	Invoice Number ** INV1221	Invoice Date * (WAWF System Server Date) 2017/12/19	Final Invoice * N ▾
Shipment Number * DLA1221	Shipment Date * 2017/12/11 4	Final Shipment * N ▾ 5	
Bill of Lading Number			
Currency Code USD	Document Total (\$)		

1. Enter an Invoice Number.
2. Select Y/N from Final Invoice drop-down.
3. Enter a Shipment Number.
4. Enter Shipment Date.
5. Select Y/N from Final Shipment drop-down.

NOTE: The shipment number is not found on the contract. It is a vendor generated number for tracking purposes. We recommend taking the first 3 letters of your company followed by 0001 and incrementing for each additional shipment against the order. For the final shipment the 8th position should be Z. For example, your shipment number could be ABC0001 or ABC001Z if you are shipping in full.



Line Item Tab

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments **Line Item** Attachments Preview Document

1

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.

At least one Line Item is required

Line Item Details

Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	Actions
0001				Liquid Pounds	LP	3.79554		Edit Delete Add

2

1. Click on the Line Item tab.
2. Select the Edit link. **NOTE: Select 'Add' to add a line item (if blank).**



Edit CLIN/SLIN

Vendor - Invoice

1

2

3

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

Item No. ** 0001	Product/Service ID * 3948203948239	Product/Service ID Qualifier * FS - NATIONAL STOCK NUMBER	
Qty. Shipped * 200	Unit of Measure * LP-Liquid Pounds	Unit Price (\$) * 3.79554	Amount (\$) 759.11
AAI 02	SDN	ACRN AP	PR Number
Description * JP-1 JET FUEL			

4

5

6

7

8

Save CLIN/SLIN

Previous

Help

1. Enter Item No.
2. Enter Product/Service ID.
3. Select Product/Service ID Qualifier from drop-down.
4. Enter Qty. Shipped.
5. Enter Unit of Measure.
6. Enter Unit Price.
7. Enter Description.
8. Click Save CLIN/SLIN.



Upload Attachments (as needed)

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts **Attachments** Payment

WARNING: The Invoice Date has been pre-populated from the Contract.

WARNING: WAWF is designated for Sensitive Information.

There is an attachment size limit of 5MB, attachments over 5MB will not be accepted.

2

Attachment

Choose File No file chosen

Upload

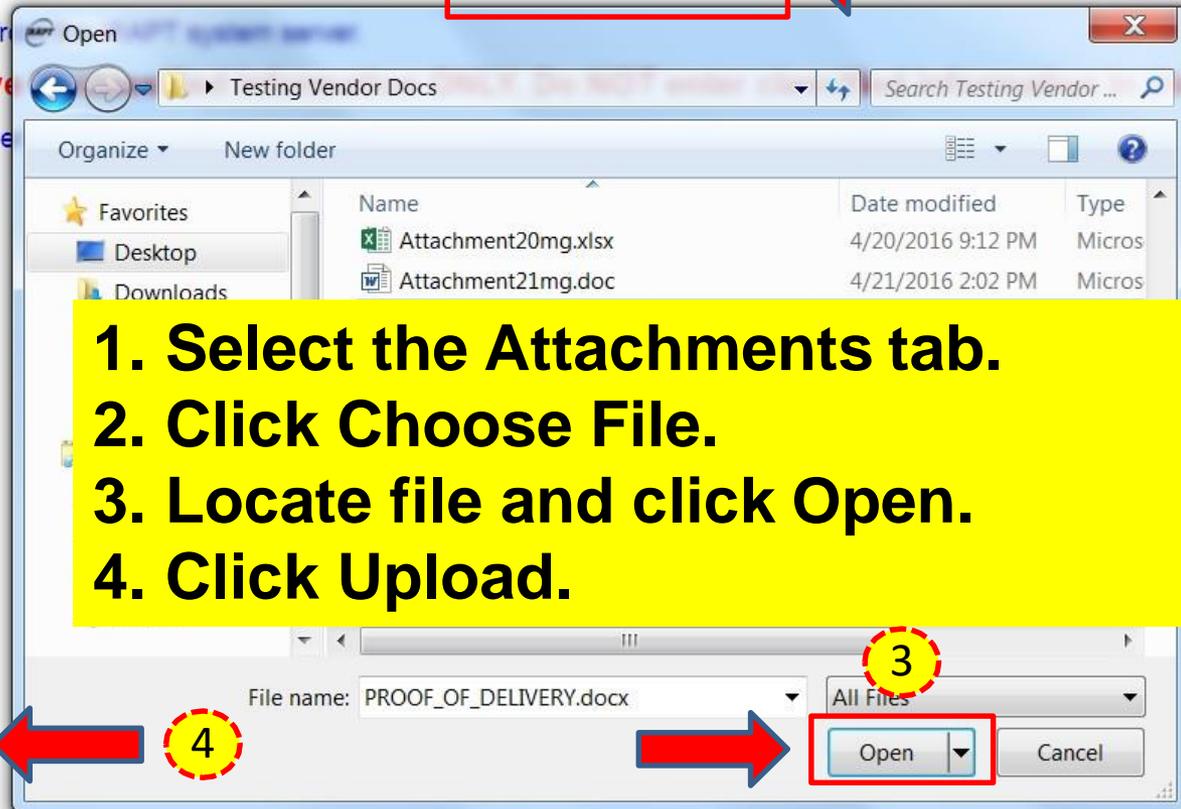
Attachments Name Actions

Attachment

Choose File POD.pdf

Upload

Attachments Name Actions



NOTE: The attachment file name cannot have spaces or special characters.



Preview and Submit

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Attachments **Preview Document**

1

Expand All Collapse All

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

[-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Effective Date
DoD Contract (FAR)	SPM4A115A0030	01A2		2016/04/06

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1221	2017/12/19		

Summary of Detail Level Information

1 CLIN/SLIN(s)
0 Miscellaneous Amount(s)

Shipment Number	Shipment Date
DLA1221	2017/12/19

[-]Line Item Information

Item No.	Product/Service
394820394	

NOTE: Be advised when creating documents in WAWF, validation warnings will appear with regard to prepopulated data. These validation warnings do not prevent the submission of a document in WAWF. The warnings are intended to prompt users to verify data before taking action.

Submit S Help

2



Success

Success

**The Invoice was successfully submitted.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
SPM4A115A0030	01A2	DLA1221	INV1221

Email sent to Vendor: dlawawf@hotmail.com

Email sent to Vendor: spirit_undel@ecedi.nit.disa.mil

Email sent to Pay Official: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil

Email sent to Pay Official: dlawawf@hotmail.com

Email sent to Contracting Office: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil

Email sent to Contracting Office: dlawawf@hotmail.com

[Send Additional Email Notifications](#)



- 1. Select link to send additional email notifications (optional).**
- 2. Click Return to create additional documents.**

[Return](#)





Vendor Customer Support

- For **PAYMENT** issues or questions please contact the DFAS Help Desk:
 - Telephone: 800-756-4571
 - Submit Ticket:
<https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5300>
- For **TECHNICAL** issues please contact the DISA Ogden Help Desk:
 - Telephone: 866-618-5988
 - Email: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil
- For **ACCOUNT/LOGIN** issues please contact your Contractor Administrator (CAM): <https://wawf.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>
 - Note: CAMs will need to contact the DISA Ogden Help Desk.
- For **NON-TECHNICAL** issues please contact the DLA WAWF Assistance Line:
 - Telephone: 571-767-1915
 - Email: wawf@dla.mil